510-121-7350-A/pt.1

PROCESS INCOMING REGISTERED MAIL PART I, USING PS FORM 3854

TEC Lesson 510-121-7350-A

Revised March 1985

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STUDENT/SUPERVISOR INSTRUCTIONS, PRE-TEST/POST-TEST, AND ANSWER KEY ARE CONTAINED IN THIS BOOK.

MARCH 1985

D101.6/2:

READ THE STUDENT/SUPERVISOR INSTRUCTIONS CAREFULLY. BE SURE YOU UNDERSTAND THEM COMPLETELY BEFORE BEGINNING THE LESSON. PLEASE DO NOT WRITE IN THIS BOOK.

The words "he," "him," "his," and "men," when used in this publication, represent both the masculine and feminine genders, unless otherwise specifically stated.

READEX best copy available

STUDENT/SUPERVISOR INSTRUCTIONS

TYPE OF LESSON

- Administration, Postal

AUDIENCE

- MOS 71LF5
- Skill level 1/2

TRAINING OBJECTIVES

Soldiers completing this lesson should be able to:

- receipt for registered mail, using Outside Bill, PS Form 3854.
- receipt for registered mail, using Inside Bill, PS Form 3854.
- correct any discrepancies found on PS Form 3854.

MATERIAL/EQUIPMENT/PERSONNEL REQUIRED

- Lesson materials: Lesson book
- Pen or pencil
- Scratch paper
- Six blank PS Forms 3854 (a sample is available for photocopying on page 34)

TIME REQUIRED

- Individual: 1.5 hours
- Group: 1.5 hours

REFERENCE(S)

- FM 71L 1/2 (Task 121-005-1216)
- 4525.6-M Vol. 1

STUDENT INSTRUCTIONS

- Take the Pre-test/Post-test. If you pass, you do not have to take the lesson.

STUDENT/SUPERVISOR INSTRUCTIONS

- Make sure you have the material required to complete the lesson.
- Take the lesson. Use a separate sheet of paper (and/or other appropriate materials) for the exercises. Do not write in this book.
- When you complete the lesson, take the Pre-test/Post-test again. If you do not pass, take the lesson again.

SUPERVISOR INSTRUCTIONS

- Administer the Pre-test/Post-test to determine the need for the lesson. Responses to test questions must be made on a separate sheet of paper (and/or on other appropriate materials), not in the lesson book. To pass the test, a soldier must score at least 28 points.
- Make sure students have the material required to complete the lesson.
- Administer the lesson to students who do not pass the Pre-test/Post-test. Remind them to write their responses to the exercises on a separate sheet of paper (and/or on other appropriate materials) and not in the lesson book.
- Administer the Pre-test/Post-test to students who complete the lesson. Students who do not pass must take the lesson again.

TEC LESSON 510-121-7350-A

Revised March 1985

PROCESS INCOMING REGISTERED MAIL
PART I, USING PS FORM 3854

This test consists of 2 situations that cover every training objective of the lesson. These situations have a total value of 36 points. When you have completed the test, check your answers against the Pre-test/Post-test Answer Key on pages 35 and 36. If you do not score at least 28 points, you must take the lesson-or take it again if you have already taken it. Write your responses on a separate sheet of paper (and/or on other appropriate materials). Do not write in this book.

PRE-TEST/POST-TEST

For this Pre-test/Post-test assume that you are the Registry Clerk in Army Post Office San Francisco 96301.

Use your own name for the payroll signature.

Use the military clock and the correct time in the situations.

Just complete the original of the PS Forms 3854 needed and the back of the coupon, when necessary.

Situation 1

The mail guard has come from APO 06099 and delivers to you:

a. A mailpouch (Seal No. 24133708).

b. An accompanying Outside Bill, truck seal 4302216.

c. Two articles of Outside Mail (OSM), illustrated on the following page.

d. Your witness is PFC Augustta Katz.

Complete an Outside Bill receipt from the information given.

Situation 2

Inside the above mailpouch from APO 06099 is an accompanying Inside Bill. Your witness is SGT David Donielson. The article from Boise, Idaho is missing.

The illustrations are on pages 6 and 7.

Receipt for the articles of Inside Mail. Make ALL corrections or needed entries on your blank Inside Bill (PS Form 3854). Do not write in this book.

Situation 1:

Lock No. — Rotary No. — Jacket No. — Control No. —
BILL No. 114 Page No. 1X Airmail — Seal No 4302216
To APO SAN FRANCISCO 96301
(P.O. or R.P.O. and Tr. No.)

REGISTERS MILITARY POSTAL SERVICE

	Reg. No., Jacket, Lock or Seal Nos.	Office or ZIP of Origin/DESTINATION	Reg. No., Jacket, Lock or Seal Nos.	Office or ZIP of Origin
1	S 2413370	APO 06099 / 96301	17	
2	0/R 660 430 970	Boston MA 02146/ 96328	18	
3	0/R 505 304 709	Newark NJ 07114/ 96271	19	
4			20	
5			21	
6			22	
7			23	
8			24	
9			25	
10			26	
11			27	
12			28	
13			29	
14			30	
15				

A total of 3 articles received by this dispatch

POSTMASTER. by THESE Richard J. Brown Sgt Marilyn Ross

0930 M. Dispatching Clerk

Postmark of Receiving Office

A total of articles received in this dispatch

POSTMASTER.

M. Receiving Clerk

Postmark of Receiving Office

Bill No. 114
A.M. Bkt. & Pkt. No.
Jacket No.
Lock No.
Rotary No.
Seal No 4302216

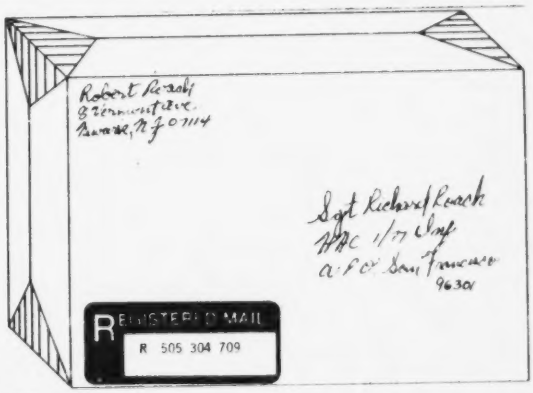
Registered articles described on above numbered bill from dispatching office received on postmark

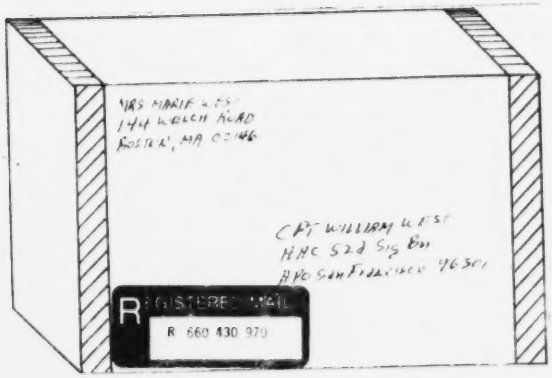
Receiving Clerk

(Use back for reporting irregularities or discrepancies)

Form 1854, Jan 1964

(OSM)

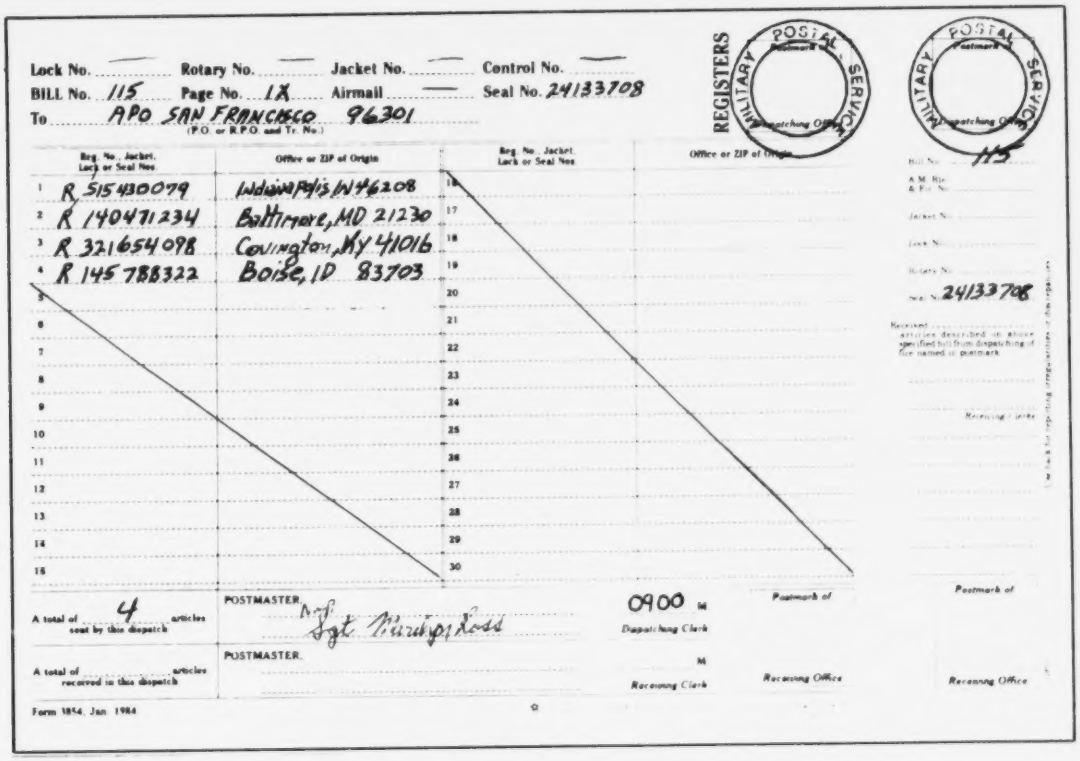




(OSM)

PRE-TEST/POST-TEST

Situation 2:



Lock No. — Rotary No. — Jacket No. — Control No. —
BILL No. 115 Page No. 1X Airmail — Seal No. 24133708
To APO SAN FRANCISCO 96301
(P.O. or R.P.O. and Tr. No.)

REGISTERED MILITARY POSTAL SERVICE Postmark Dispatching Office

MILITARY POSTAL SERVICE Postmark Dispatching Office 115

	Reg. No., Jacket, Lock or Seal Nos.	Office or ZIP of Origin
1	R 515430079	Indianapolis IN 46208
2	R 140471234	Baltimore, MD 21230
3	R 321654098	Covington, KY 41016
4	R 145 788322	Boise, ID 83703
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

	Reg. No., Jacket, Lock or Seal Nos.	Office or ZIP of Origin
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		

Bill No. —
A.M. Nic. & Fil. No. —
Jacket No. —
Lock No. —
Rotary No. —
Seal No. 24133708

Received ... articles described on above specified bill from dispatching office named or postmark

Receiving Clerk

A total of 4 articles sent by this dispatch — POSTMASTER Sgt Rhoda Ross — 0900 M Dispatching Clerk — Postmark of

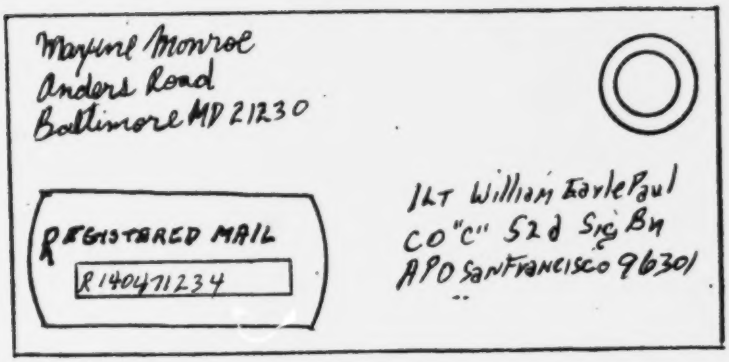
A total of ... articles received in this dispatch — POSTMASTER — M Receiving Clerk — Receiving Office — Postmark of Receiving Office

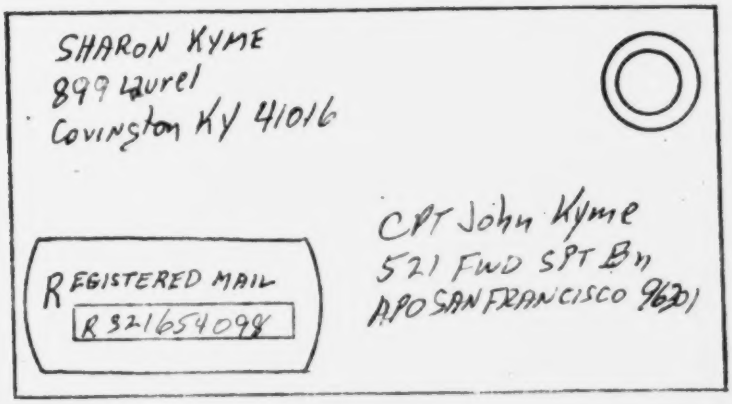
Form 1854, Jan. 1984

Ann Breman
3737 NO. ILLINOIS
Indianapolis, IN 46208

SGT Rhoda Breman
52d (M) Div, Med Bn
APO SAN FRANCISCO 96301

REGISTERED MAIL
RS15430079





(Page 8 is intentionally left blank.)

INTRODUCTION

As a registry clerk you will receive articles of registered mail from a mail guard. These articles may come in a mailpouch or as separate articles. They will come with an Outside Bill or an Inside Bill, PS Form 3854. This lesson covers those times when you would receive either Bill, PS Form 3854, in duplicate, along with the article or mail pouch. Your job is to receipt for those articles.

Below is an example of what you may receive from the mail guard:

1. Sealed pouches.

2. Articles of outside mail. These are called "outside mail" because they are received outside the mailpouch. They will be large, heavy, or odd-shaped articles that cannot fit inside the mailpouch.

3. An Outside Bill, PS Form 3854, in duplicate. This is called an outside bill because it lists the parcels of outside mail hand-carried by the mail guard.

The sealed pouches hold articles of "inside mail" (inside the pouch) coming from another post-office to yours. These articles of "inside mail" are not listed on the Outside Bill, but ARE listed on an "Inside Bill," which comes with them inside the mailpouch.

Briefly, the tasks involved in receipting registered mail are as follows:

1. Check the mailpouch seal number and articles of Outside Mail against their listings on the Outside Bill, PS Form 3854.

2. Take care of any discrepancies.

3. Complete the lower section of the Outside Bill.

4. Obtain a witness.

5. Open the sealed mailpouch and remove the contents.

6. Check the mailpouch number and articles of inside mail against the listings on the Inside Bill, PS Form 3854. Note any discrepancies on the back of the coupon of the Inside Bill.

7. Complete the lower section of the Inside Bill. Obtain a witness. (This is done in the same manner as the above item 3.)

TEC LESSON

RECEIPTING WITH THE OUTSIDE BILL

As a registry clerk, you will be in the position of receiving registered mail from other postal activities. These articles of registered mail will be either for delivery or dispatch. You sign for the articles, and then prepare them for dispatch or delivery. As mentioned before, this lesson will deal with the process of receipting these articles.

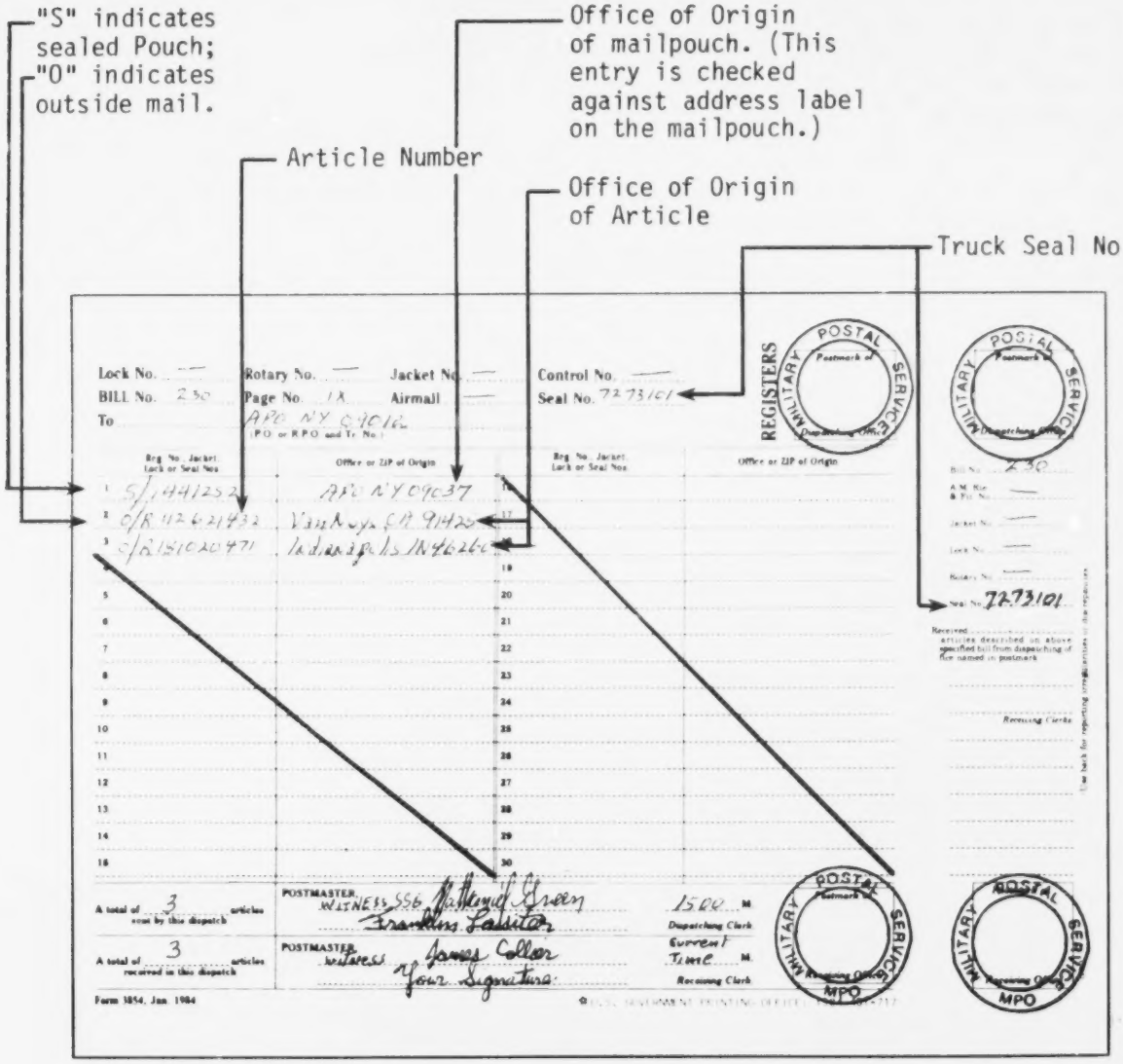


Figure 1

Go through the following steps to receipt for mail using the Outside Bill:

1. Compare the articles you received with the articles listed on the Outside Bill.

   a. Compare the number of articles you received with the number of articles listed on the Outside Bill.

   b. Compare the registration numbers on the articles of registered mail with their listings on the Outside Bill. Compare the number from the sealed pouch with that listed on the Outside Bill.

Note: When an "S" precedes a number on the Outside Bill, that number should be the same as the one on the mailpouch seal. When an "0" precedes a number, that means that it is a registration number for an article of Outside mail.

   c. The "office of origin" on outside mail is the post office where the article was originally accepted. Compare the office of origin listed on the Outside Bill, with the office of origin listed on the postmark or, if not there, on the return address of the article.

      The "office of origin" of the sealed pouch is the post office where the mail was placed in that pouch.

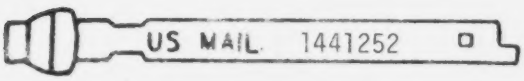
If discrepancies occur in any of the above, you should:

   a. make corrections on the bill and return the coupon explaining the discrepancy to the dispatching authority.

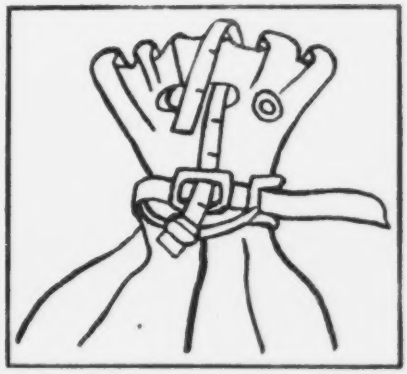
   b. notify the mail guard who delivered the articles to you and have him correct the situation.

2. Indicate the number of articles you received on the appropriate line. Check to make sure this agrees with the number entered by the dispatching office.

3. Sign your payroll signature on the Outside Bill, PS Form 3854, on the line marked "Postmaster, Receiving Clerk."



Example of numbered seal used to seal registered pouches.



TEC LESSON

4. Have your witness sign above your signature, or write NWA if No Witness is Available.

5. Put the time (in terms of a 24 hour clock) on the appropriate line.

6. Place the impression of the All Purpose Dating Stamp (APDS) in the "Postmark of Receiving Office" blocks on the body of the form and on the coupon.

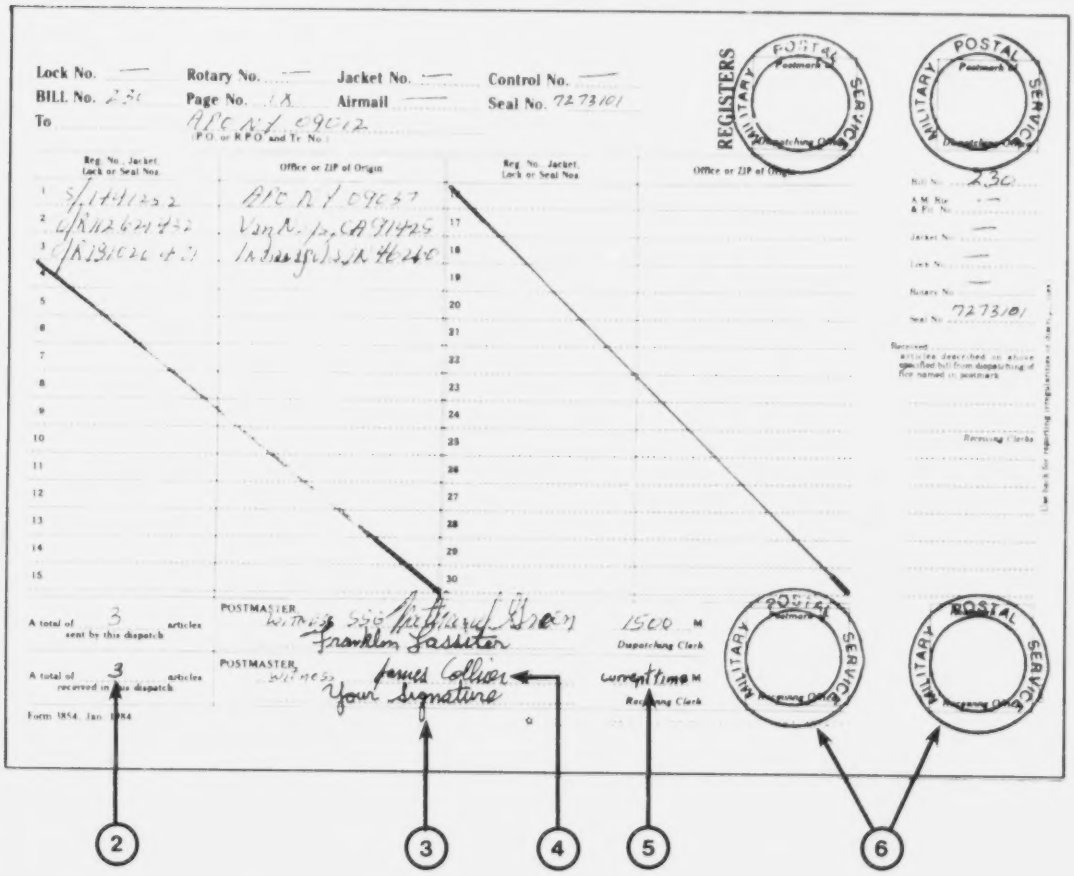


Figure 2

6. Now you are finished receipting for the mailpouch and the articles of outside mail. Give the duplicate of the Outside Bill to the mail guard, as his receipt for the articles. Retain the original for Post Office records.

PRACTICE EXERCISE 1

Situation:

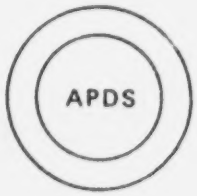
You are a registry clerk at APO NY 09012. You are given:

1. a mailpouch with a seal number of 3823275.
2. two articles of outside mail (OSM).
3. an Outside Bill, PS Form 3854.

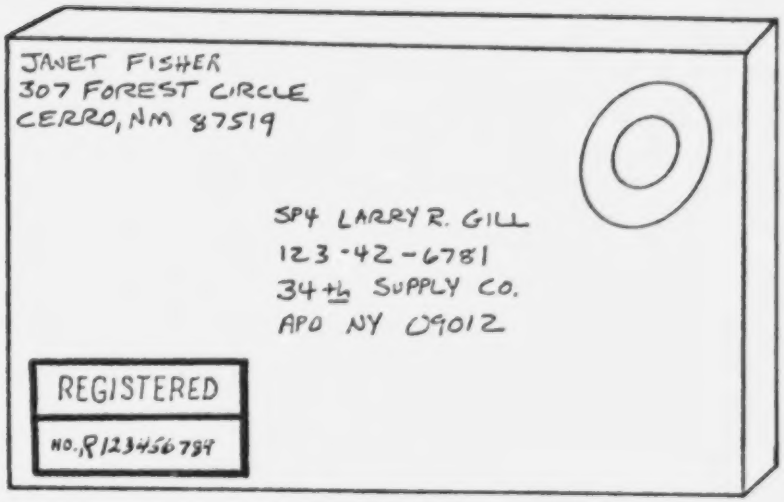
Receipt for these articles using the Outside Bill

Enter the "given" information from the following two pages on to a blank PS Form 3854.

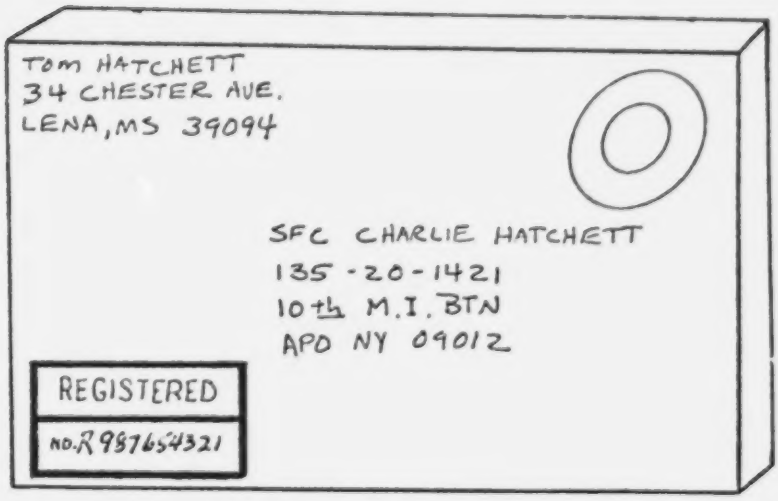
Note: Draw this image in the appropriate spaces for your APDS.



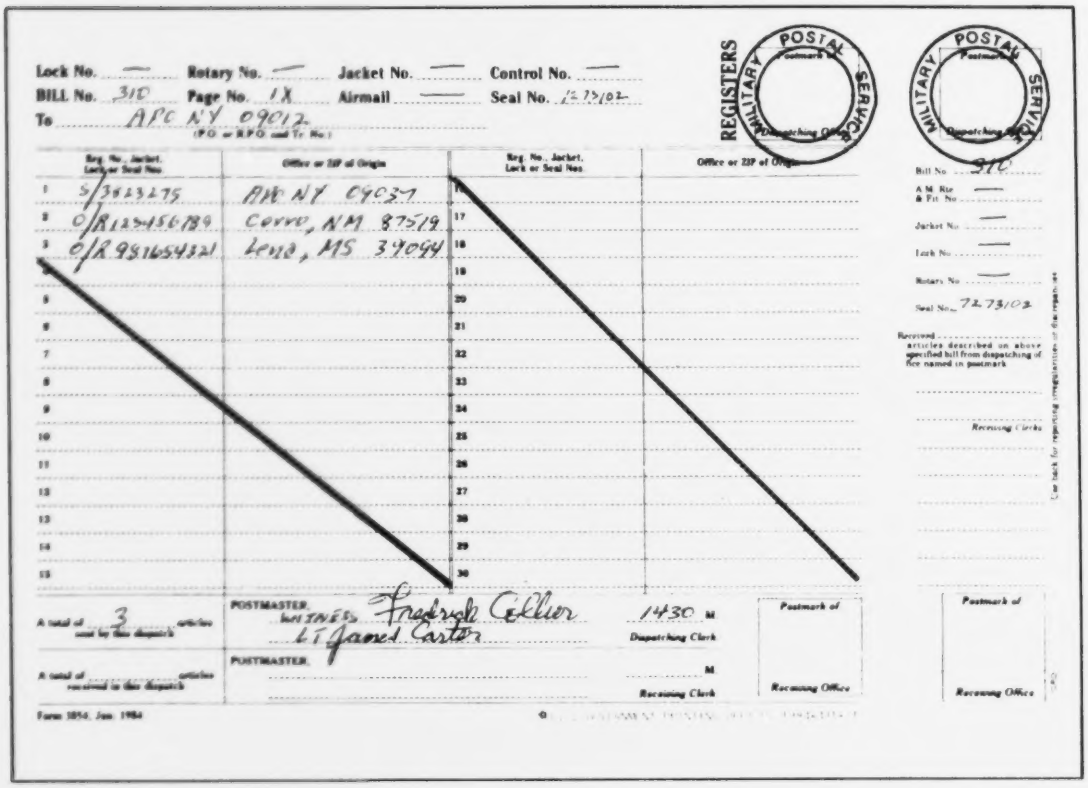
Use the present time when you need to give a time in this and other problems in this lesson. In this lesson and real life, always use the 24 hour clock. For the purposes of this exercise it is <u>not</u> <u>necessary</u> to prepare the Outside Bill in duplicate.


JANET FISHER
307 FOREST CIRCLE
CERRO, NM 87519
SP4 LARRY R. GILL
123-42-6781
34th SUPPLY CO.
APO NY 09012
REGISTERED
NO. R123456789

(OSM)


TOM HATCHETT
34 CHESTER AVE.
LENA, MS 39094
SFC CHARLIE HATCHETT
135-20-1421
10th M.I. BTN
APO NY 09012
REGISTERED
NO. R987654321

(OSM)



Lock No. — Rotary No. — Jacket No. — Control No. —
BILL No. 310 Page No. 1X Airmail — Seal No. 7273102
To APO NY 09012
(PO or RPO and Tr. No.)

REGISTERS MILITARY POSTAL SERVICE — Postmark — Dispatching Office

MILITARY POSTAL SERVICE — Postmark — Dispatching Office

	Reg. No., Jacket, Lock or Seal Nos.	Office or ZIP of Origin		Reg. No., Jacket, Lock or Seal Nos.	Office or ZIP of Origin
1	S/3623275	APO NY 09037	16		
2	O/R123456789	Corro, NM 87519	17		
3	O/R 9816543211	Lewis, MS 39094	18		
4			19		
5			20		
6			21		
7			22		
8			23		
9			24		
10			25		
11			26		
12			27		
13			28		
14			29		
15			30		

A total of 3 articles sent by this dispatch

POSTMASTER, Init. INES, Fredrick Cellier
LT James Carter

1430 M
Dispatching Clerk

Postmark of
Receiving Office

A total of articles received in this dispatch

POSTMASTER,

M
Receiving Clerk

Bill No. 310
A.M. Rte & Pit. No.
Jacket No.
Lock No.
Rotary No.
Seal No. 7273102

Received articles described on above specified bill from dispatching office named in postmark

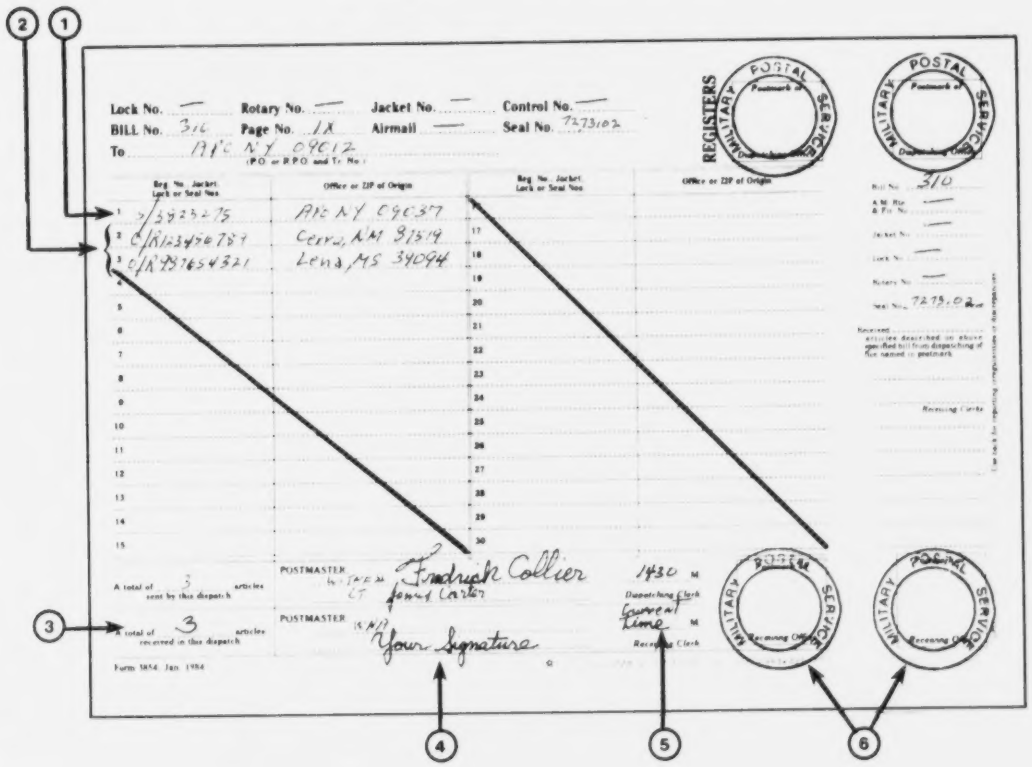
Receiving Clerk

Postmark of
Receiving Office

Form 1856, Jan. 1984

TEC LESSON

SOLUTIONS TO PRACTICE EXERCISE 1



To receipt for the articles on the Outside Bill, PS Form 3854, you should have taken the following steps:

1. Checked and confirmed that the seal number on the pouch was listed correctly on the Outside Bill.

2. Checked and confirmed that the articles of outside mail were listed correctly on the Outside Bill.

3. Indicated the number of articles received on the appropriate line.

4. Signed your name on the Outside Bill on the line marked "Postmaster, Receiving Clerk." Since a witness was not available, you should have written WNA on line above your signature.

5. Put the time, using the 24 hour clock, on the appropriate line.

6. Placed an impression of the APDS in the "Postmark of Receiving Office" block.

RECEIPTING WITH THE INSIDE BILL

Opening the pouch:

Assume that you have a pouch of mail that is for delivery to your location.

Before opening a sealed mailpouch you must secure a witness to verify and endorse your findings. Assume that your witness is SP4 Clarence Inman.

Once you have your witness, take the following steps:

1. Open the pouch, remove all the articles of inside mail.
2. Examine the inside of the pouch to verify that all registered articles have been removed.
3. Retrieve the Inside Bill, PS Form 3854, from inside the mailpouch.
4. Carefully check off the registered articles you removed from the mail pouch against the articles listed on the Inside Bill.
5. Indicate the number of articles you received on the appropriate line. Check to make sure that your number agrees with the number entered by the dispatching office.
6. Sign your payroll signature on the line marked "Postmaster, Receiving Clerk."
7. Have your witness sign above your signature, or write NWA if No Witness is Available.
8. Put the time (in terms of a 24 hour clock) on the appropriate line.
9. Place the impression of The All Purpose Dating Stamp (APDS) in the "Postmark of Receiving Office" blocks on the body of the form and on the coupon.

TEC LESSON

RECEIPTING PS FORM 3854 WHEN ARTICLES RECEIVED DO NOT MATCH BILL

When you receipt for these articles, it is very important that you receipt only for articles you receive, no more and no less. Occasionally, an Inside Bill will list articles you did not receive, or list them incorrectly. If such a discrepancy occurs, it is up to you, the registry clerk, to note that discrepancy on the bill and on the bill's coupon (the narrow section past the perforation on the right side of the bill). The coupon is NOT filled out by you unless there is a DISCREPANCY. Normally, this coupon remains attached to the Inside Bill.

If the registry clerk finds a discrepancy between what is received and what is listed on the bill, the clerk lists the discrepancy on the bill, and returns the coupon with the discrepancies listed on the back to the dispatching activity from where it originated. The following pages will illustrate this process.

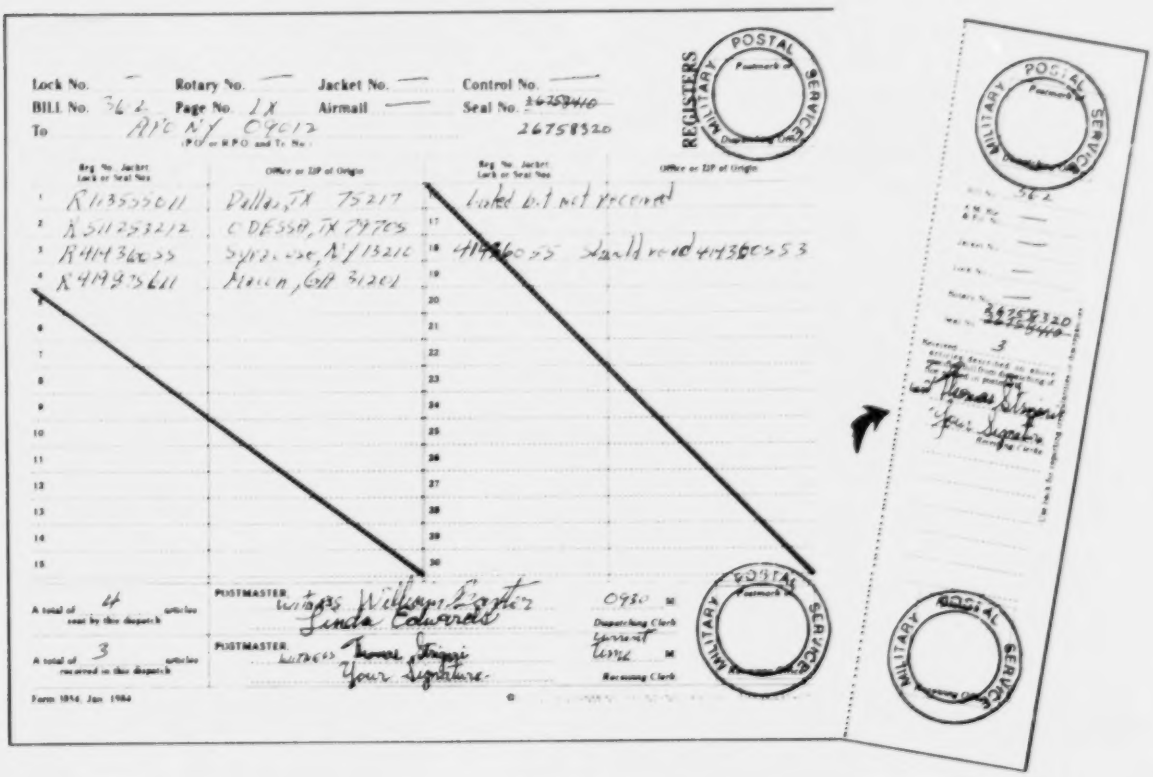


Figure 3

CHECKING FOR AND ACTING ON DISCREPANCIES

When an Inside Bill, PS Form 3854, is received inside the mailpouch you must verify the listings on it. Check the arrows below for accuracy. List discrepancies on your scratch paper.

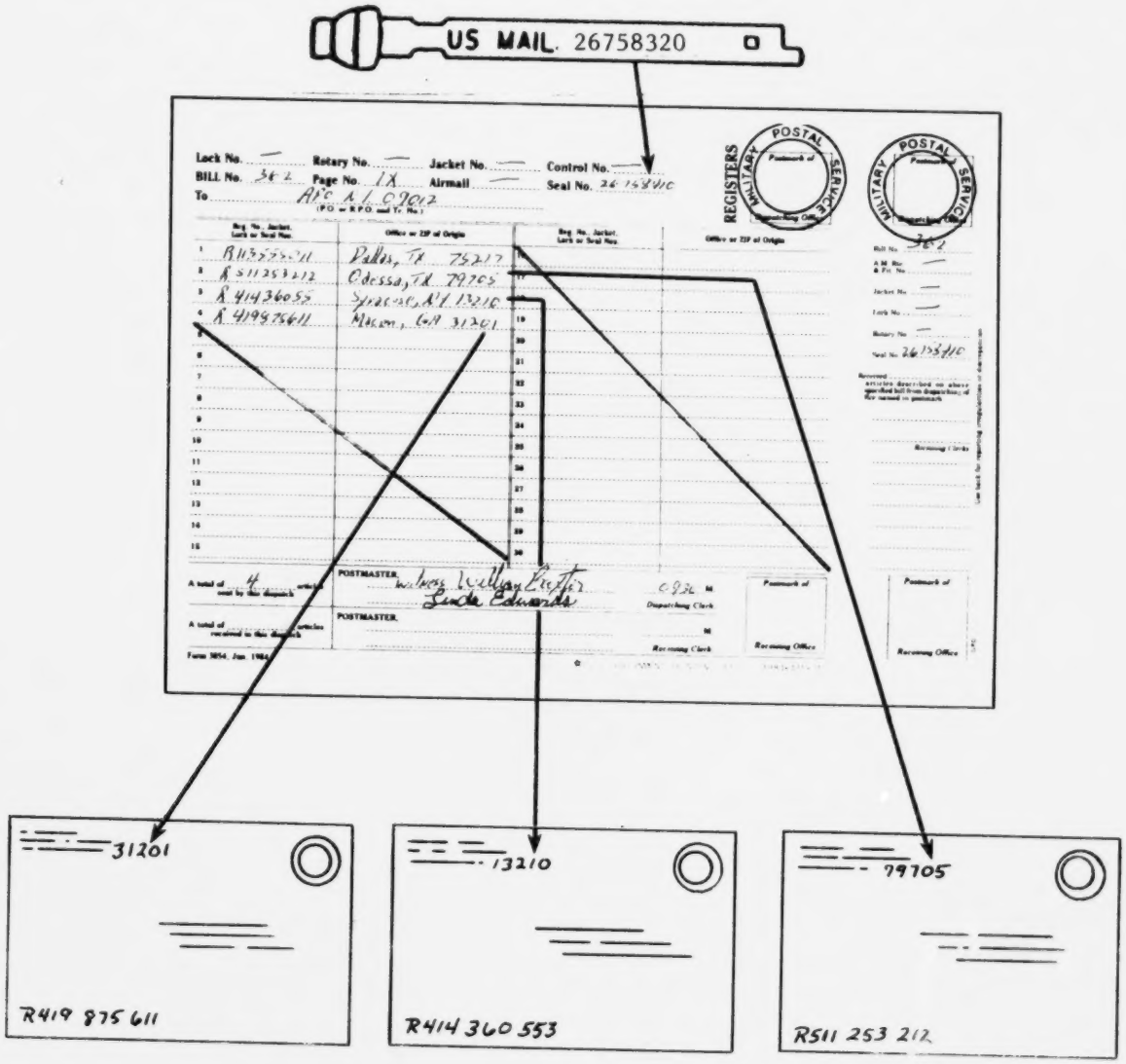


Figure 4

Your witness is SP4 Thomas Strigari.

TEC LESSON

1. Does the seal number given on the bill match that of the number on the seal used to seal the pouch? NO - Note the difference in numbers.

2. Are the numbers listed on the bill those of the accompanying articles? NO - Article #R41436055 was incorrectly listed.

3. Have all the articles listed actually been received? NO - Article #R113555011 was listed but not received.

When discrepancies occur:

a. Correct the error on the bill, and note the error or errors on the BACK of the COUPON PORTION of the bill (figure 5). Return the coupon to the dispatching activity.

Example:

Seal # listed as 26758410, should read 26758320
Article # R113555011 from Dallas, TX 75217, listed but not received
Article # R41436055 from Syracuse, NY 13210 should read R41436053

Figure 5

If the originating office postal clerk has not filled in the Coupon Portion of PS Form 3854, and the coupon is needed to list discrepancies; you must make sure that the following on the FRONT of the coupon are completed:

1. Bill number - with the number of the bill, as shown on the body of the form.
2. Seal Number - with the number of the seal.
3. Number of articles received.
4. The witness' signature.
5. Receiving clerk's signature (payroll signature should be used).
6. Line out ALL UNUSED blocks at the top of the coupon.
7. Place an impression of the APDS in the Postmark of Receiving Office block of the coupon.

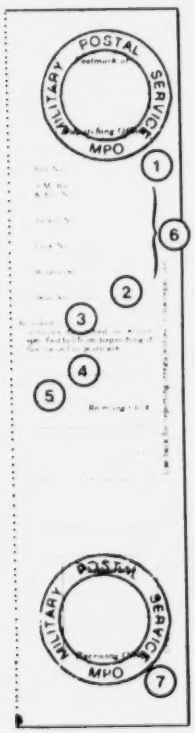


Figure 6

COMPLETING THE LOWER SECTION

You should complete the bottom portion of the Bill the same way for either the Inside or the Outside Bill.

On your form for an Inside Bill, take the following steps:

1. Write the number of articles RECEIVED in the designated space. (Note that figure 7 shows four articles listed but that only three were received.)

2. Write your signature at the bottom line of the "Postmaster, Receiving Clerk" block.

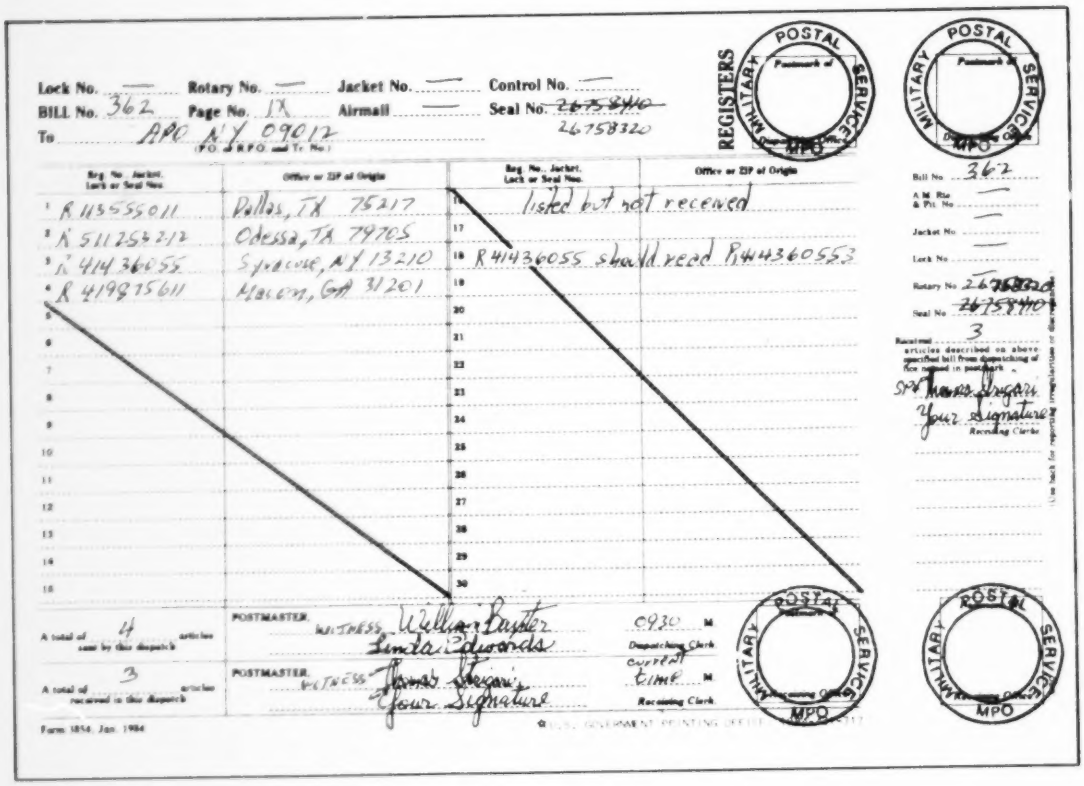
3. Enter the word "witness" on the top line of the "Postmaster, Receiving Clerk," block and have your witness sign his name after it. For this lesson your witness is SP4 Thomas Strigari.

4. Write the time (in terms of a 24 hour clock) on the line provided.

5. Put an impression of the APDS on both the bill and the coupon in the box marked "Postmark of Receiving Office."

Now the Bill is completed.

Remember: Since there are discrepancies noted on the coupon, it should be detached from the body of the bill and sent back to the dispatching office. Set them aside until delivery or dispatch time.



Lock No. — Rotary No. — Jacket No. — Control No. —
BILL No. 362 Page No. IX Airmail — Seal No. ~~2675840~~ 2675832O
To APO N.Y. 09012 (P.O. or RPO and Tr. No.)

REGISTERS MILITARY POSTAL SERVICE Postmark of Dispatching Office MPO

MILITARY POSTAL SERVICE Postmark of Receiving Office MPO

Reg. No., Jacket, Lock or Seal Nos.	Office or ZIP of Origin	Reg. No., Jacket, Lock or Seal Nos.	Office or ZIP of Origin
1 R 113555011	Dallas, TX 75217	16 listed but not received	
2 R 511253212	Odessa, TX 79765	17	
3 R 414360555	Syracuse, NY 13210	18 R41436055 should read R44360553	
4 R 419875611	Macon, GA 31201	19	
5		20	
6		21	
7		22	
8		23	
9		24	
10		25	
11		26	
12		27	
13		28	
14		29	
15		30	

Bill No. 362
A.M. No. & Pt. No. —
Jacket No. —
Lock No. —
Rotary No. 2675832O
Seal No. ~~2675840~~ 2675840
Received 3 articles described on above specified bill from dispatching office named in postmark
Your Signature
Receiving Clerk

A total of 4 articles sent by this dispatch — POSTMASTER WITNESS William Baxter, Linda Edwards — 0930 M Dispatching Clerk

A total of 3 articles received in this dispatch — POSTMASTER WITNESS Your Signature — Current time M Receiving Clerk

Form 1854, Jan. 1984 ☆ U.S. GOVERNMENT PRINTING OFFICE

MILITARY POSTAL SERVICE MPO

MILITARY POSTAL SERVICE MPO

Figure 7

Now turn the page and take Practice Exercise 2.

PRACTICE EXERCISE 2

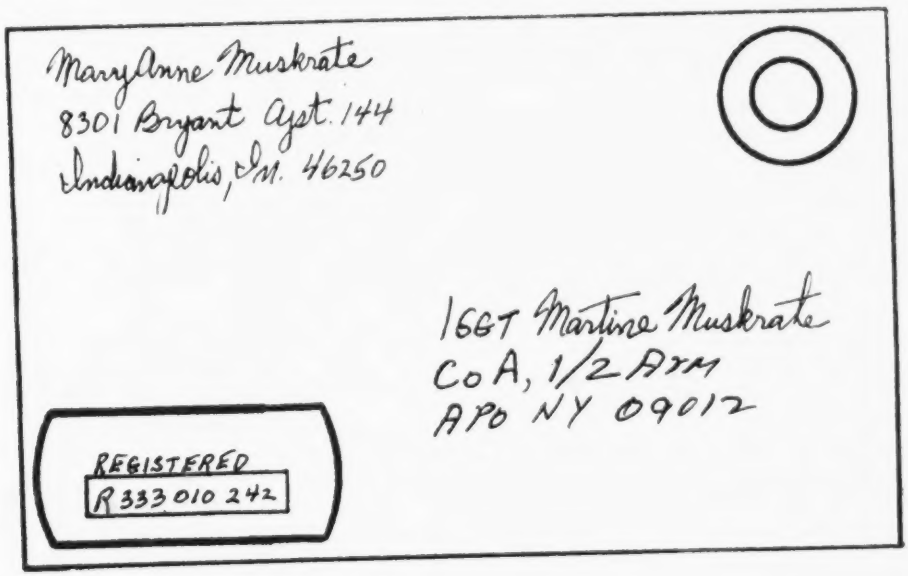
Situation:

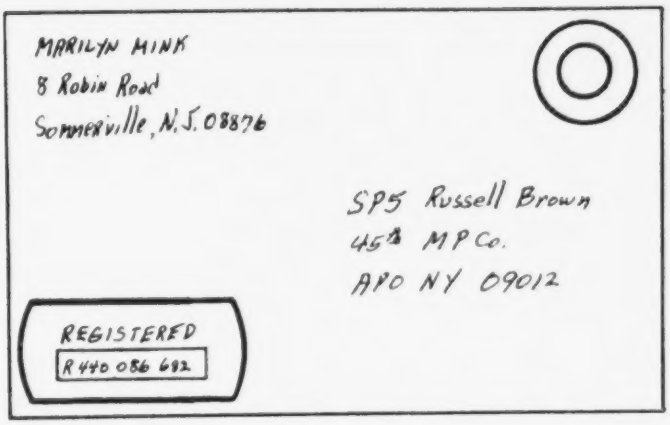
You are a registry clerk at APO NY 09012. You have:

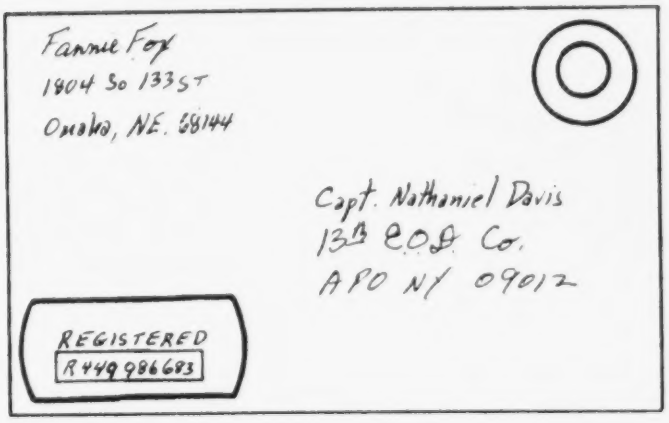
1. A mailpouch with a seal number 29847361.
2. Four articles of inside mail (shown below and on the following page).
3. An accompanying Inside Bill (on page 25).

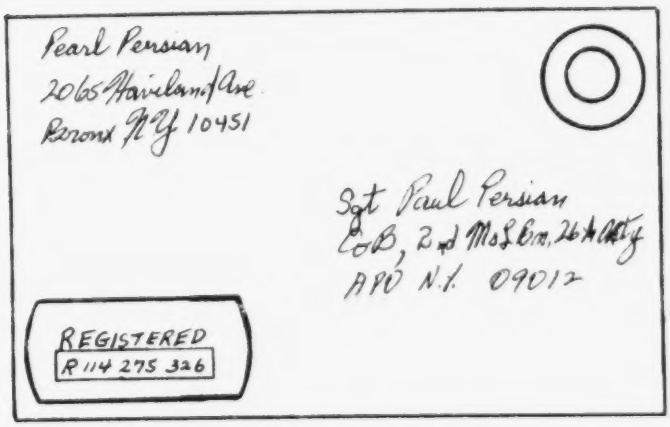
Your witness is Susan Persic.

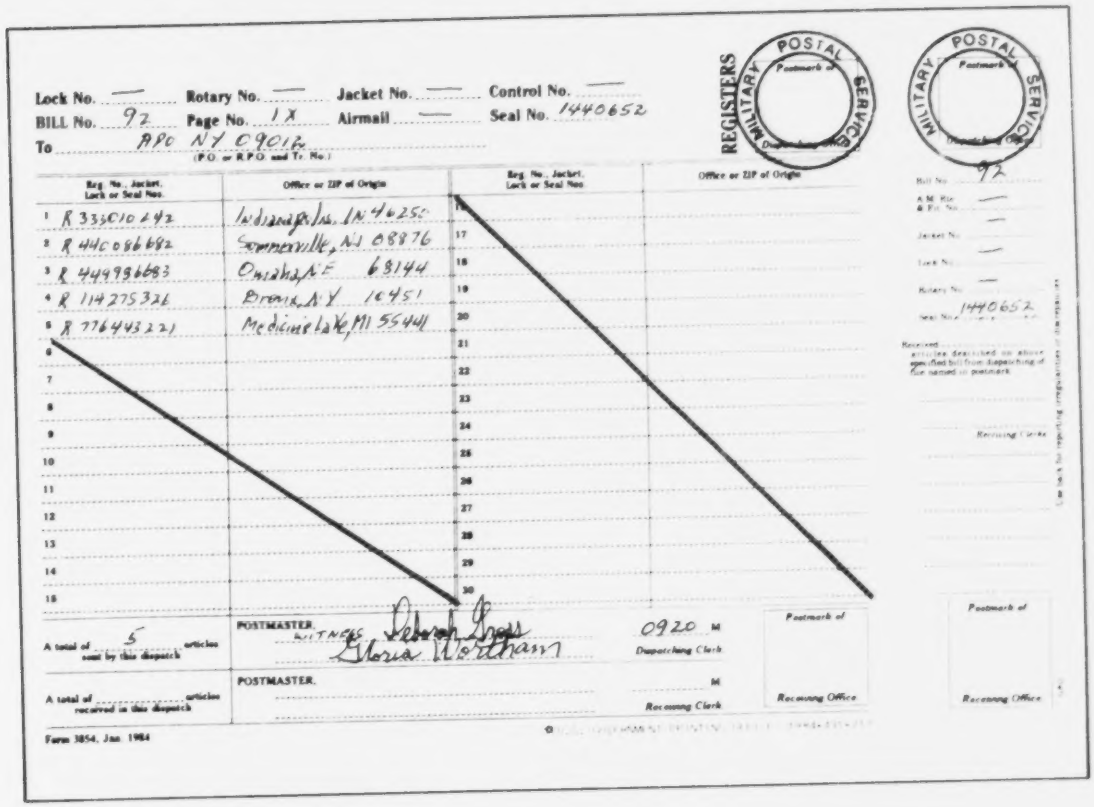
Correct any discrepancies on the Inside Bill in accordance with the instructions you have just been given, then complete the Inside Bill. Make ALL your entries on a blank PS Form 3854. Do not write in this book.




MARILYN MINK
8 Robin Road
Somerville, N.J. 08876
SP5 Russell Brown
45th MP Co.
APO NY 09012
REGISTERED
R 440 086 692


Fannie Fox
1804 So 133ST
Omaha, NE. 68144
Capt. Nathaniel Davis
13th E.O.D. Co.
APO NY 09012
REGISTERED
R 449 086 683


Pearl Persian
2065 Havilland Ave.
Bronx NY 10451
Sgt Paul Persian
Co B, 2nd Ms & Bn, 26th Artry
APO N.Y. 09012
REGISTERED
R 114 275 326



Lock No. — Rotary No. — Jacket No. — Control No. —
BILL No. 92 Page No. 1 X Airmail — Seal No. 1440652
To APO NY 09012
(P.O. or R.P.O. and Tr. No.)

REGISTERS MILITARY POSTAL SERVICE Postmark of

MILITARY POSTAL SERVICE Postmark

Reg. No., Jacket, Lock or Seal Nos.	Office or ZIP of Origin	Reg. No., Jacket, Lock or Seal Nos.	Office or ZIP of Origin
1 R 333010142	Indianapolis, IN 46250	16	
2 R 440086682	Somerville, NJ 08876	17	
3 R 444986683	Omaha, NE 68144	18	
4 R 114275326	Bronx, N.Y 10451	19	
5 R 776443221	Medina Lake, MI 55441	20	
6		21	
7		22	
8		23	
9		24	
10		25	
11		26	
12		27	
13		28	
14		29	
15		30	

A total of 5 articles sent by this despatch — POSTMASTER. WITNESS Deborah Gross, Gloria Northam — 0920 M Despatching Clerk — Postmark of Receiving Office

A total of ____ articles received in this despatch — POSTMASTER. — M Receiving Clerk — Postmark of Receiving Office

Bill No. 92
A.M. Kit —
& Pkt. No. —
Jacket No. —
Lock No. —
Rotary No. —
Seal No. 1440652

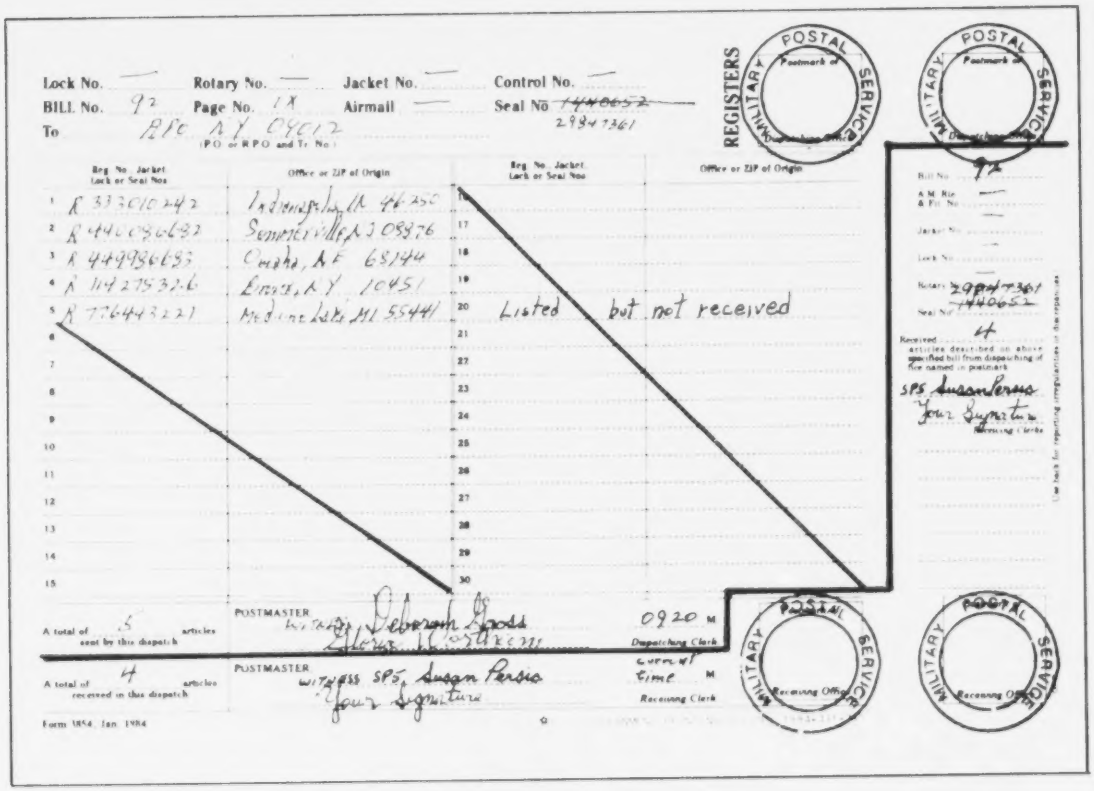
Received articles described on above specified bill from dispatching office named on postmark

Receiving Clerk

Form 3854, Jan. 1984

TEC LESSON

SOLUTIONS TO PRACTICE EXERCISE 2



You should have made all the entries shown BELOW the heavy black line plus the corrected Seal No. 1440652 at the top and "listed but not received" on line 20.

Seal listed as 1440652 should read 2984 7361
Article # R 776 443 221 from Medicine Lake, MI 55441, listed but not received

COUPON (BACK)

There were two discrepancies between the articles you received and their listing on the Inside Bill:

A. The seal number was written incorrectly on the Inside Bill.

B. The last article listed on the Inside Bill was missing.

You should have taken the following steps to correct this situation:

1. Corrected the seal number, as shown, on the Inside Bill's Seal Number line.

2. Noted on the back of the coupon of the Inside Bill that the letter from Medicine Lake, MI was not received.

3. Filled in the following on the coupon: number of articles, witness' signature, and your signature.

4. Listed the errors you found on (PS Form 3854, Inside Bill) on the back of the coupon. As long as the correct information is itemized on the back of the coupon, your wording may be slightly different.

5. Written the number of articles received in the "A total of ___ articles received in this dispatch" block.

6. Signed your payroll signature on the bottom line in the "POSTMASTER, Receiving Clerk" block.

7. On the upper line of that block, written the word "witness" and had your witness sign on that line.

8. Written the time (in terms of the 24 hour clock) on the line provided.

9. Placed an impression of your APDS in the "Postmark of Receiving Office" blocks on both the bill and the coupon.

This completes your Inside Bill. Now turn the page and take the Self-Evaluation Exercise.

SELF-EVALUATION EXERCISE

For this self-evaluation exercise you will assume that you are the Registry Clerk in Army Post Office New York 09012.

Use your own name for the payroll signature.

Use the military clock and the current time in the situations.

For the purposes of this exercise, just complete the original of the forms needed.

Exercise 1:

The mail guard has come from APO 06099 and delivers to you:

a. A mailpouch (seal number 14408103).

b. An accompanying Outside Bill.

c. Two articles of Outside Mail (OSM) illustrated on the following page.

Note: Witness is not available (WNA) to you.

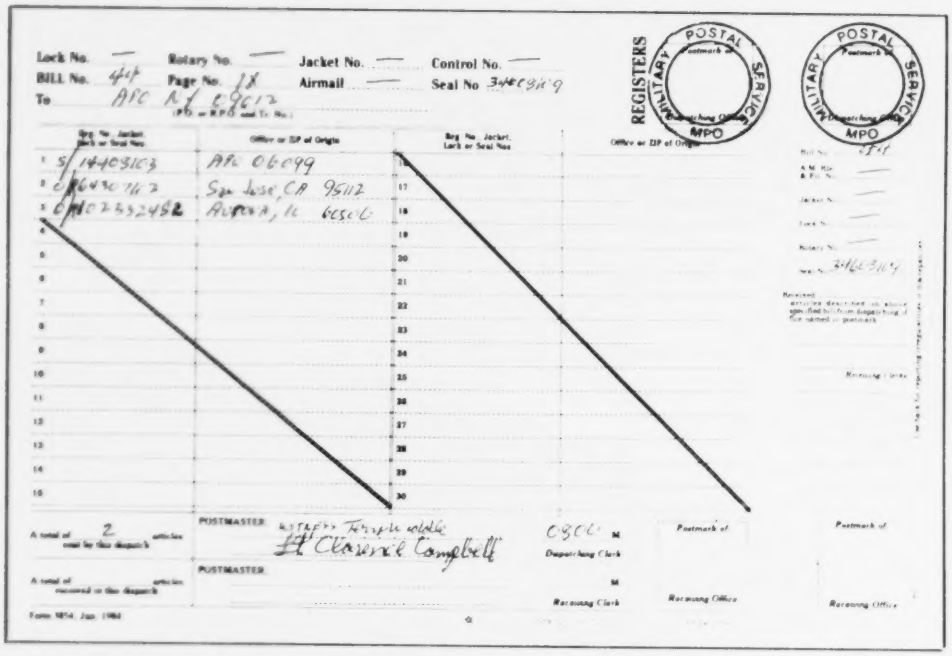
Exercise 2:

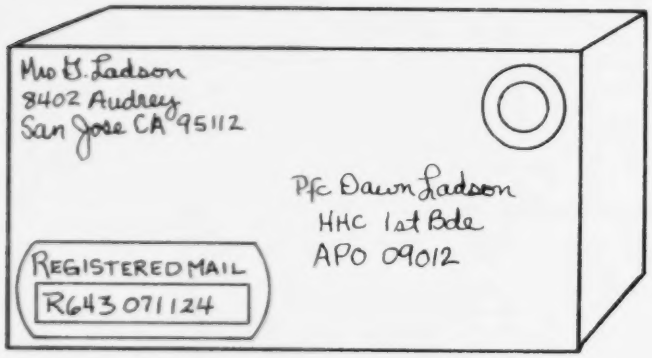
Inside the above mail pouch from APO 06099 are an accompanying Inside Bill (page 30) and three articles of inside mail (pages 30 and 31).

Note: Your witness is PVT Gary Gross.

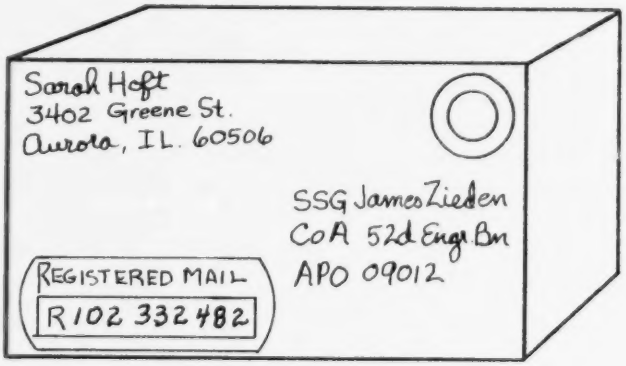
Receipt for the pouch, the two articles of Outside Mail, and the articles of Inside Mail. Make ALL corrections or needed entries on your blank PS Forms 3854. Use one blank form for your Inside Bill and one blank PS Form 3854 for your Outside Bill. Do not write in this book.

Exercise 1:





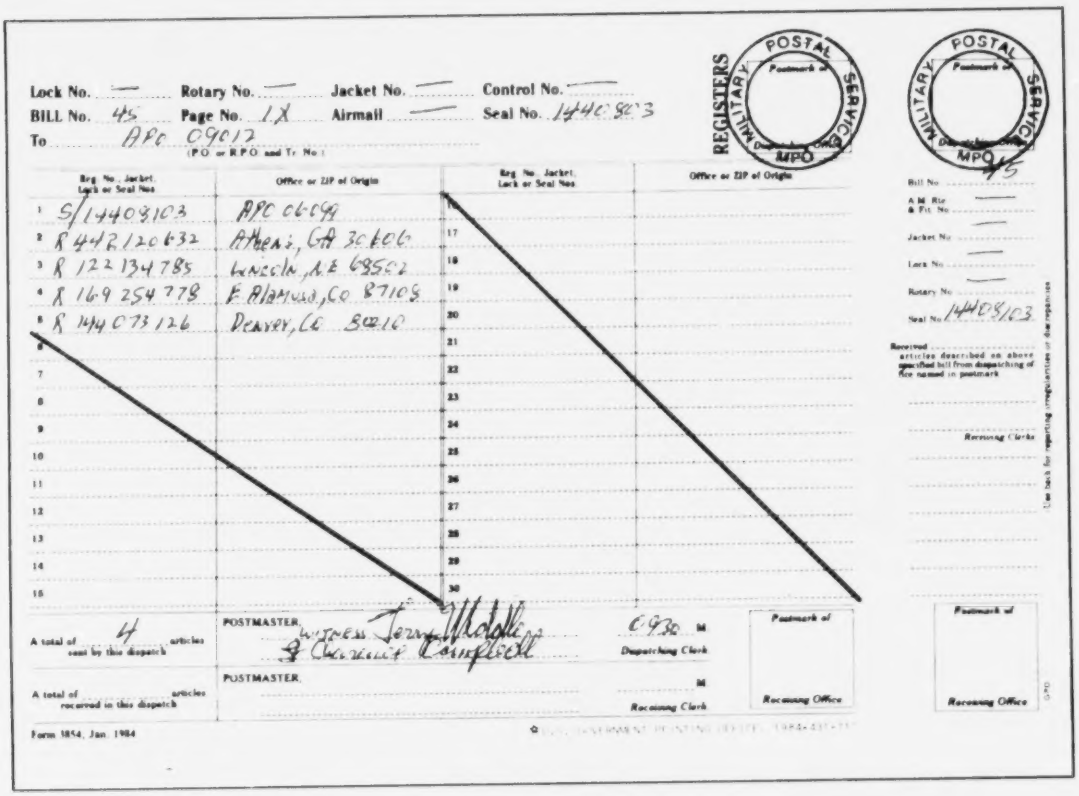
(OSM)



(OSM)

SELF-EVALUATION EXERCISE

Exercise 2:



Lock No. — Rotary No. — Jacket No. — Control No. —
BILL No. 45 Page No. 1X Airmail — Seal No. 1440 8103
To APO 09012
(P.O. or R.P.O. and Tr. No.)

REGISTERED MILITARY POSTAL SERVICE Postmark of MPO

POSTAL SERVICE MILITARY Postmark of MPO 45

	Reg. No., Jacket, Lock or Seal Nos.	Office or ZIP of Origin		Reg. No., Jacket, Lock or Seal Nos.	Office or ZIP of Origin
1	S/1440 8103	APO 09012	16		
2	R 442 120 632	Athens, GA 30606	17		
3	R 122 134 785	Lincoln, NE 68502	18		
4	R 169 254 778	E Alamosa, CO 81109	19		
5	R 144 073 126	Denver, CO 80210	20		
6			21		
7			22		
8			23		
9			24		
10			25		
11			26		
12			27		
13			28		
14			29		
15			30		

A total of 4 articles sent by this dispatch — POSTMASTER Witness Terry Middleton & Clerical Campbell — 0930 M — Dispatching Clerk — Postmark of — Receiving Office

A total of articles received in this dispatch — POSTMASTER — M — Receiving Clerk — Postmark of — Receiving Office

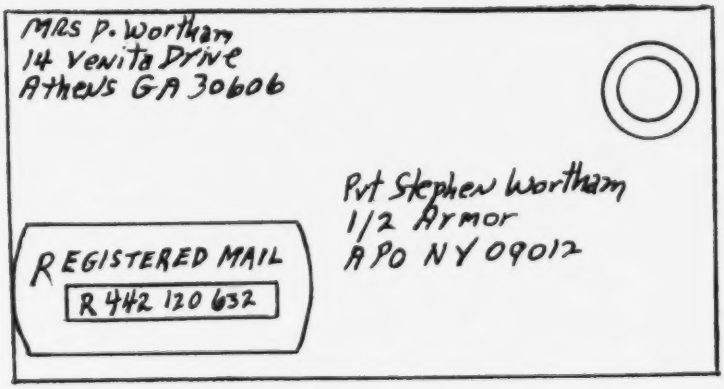
Bill No. —
A.M. Rte & Pct. No. —
Jacket No. —
Lock No. —
Rotary No. —
Seal No. 1440 8103

Received articles described on above specified bill from dispatching office named in postmark

Receiving Clerks

Use back for reporting irregularities or discrepancies

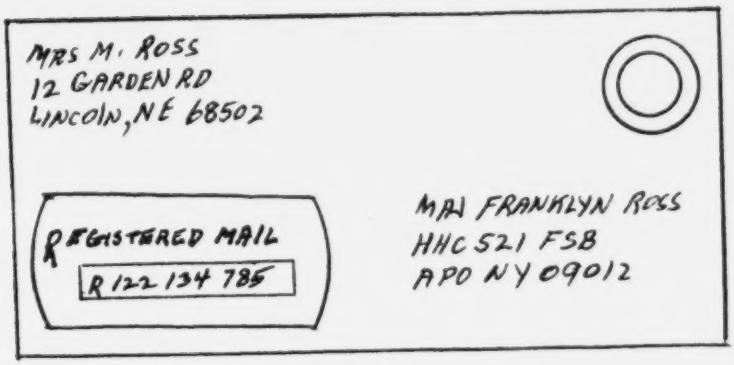
Form 1854, Jan. 1984

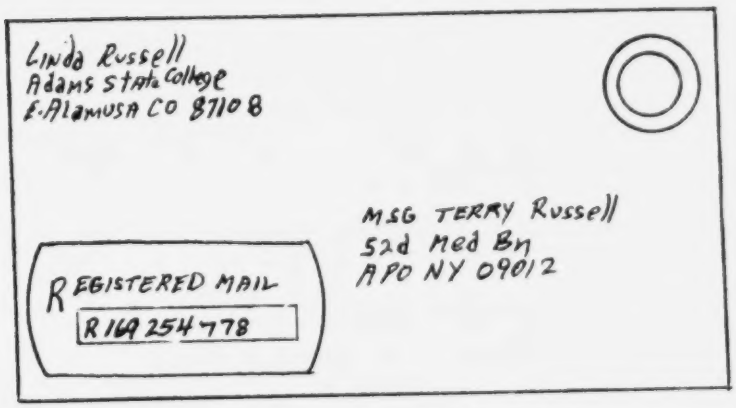


MRS P. Wortham
14 Venita Drive
Athens GA 30606

Pvt Stephen Wortham
1/2 Armor
APO NY 09012

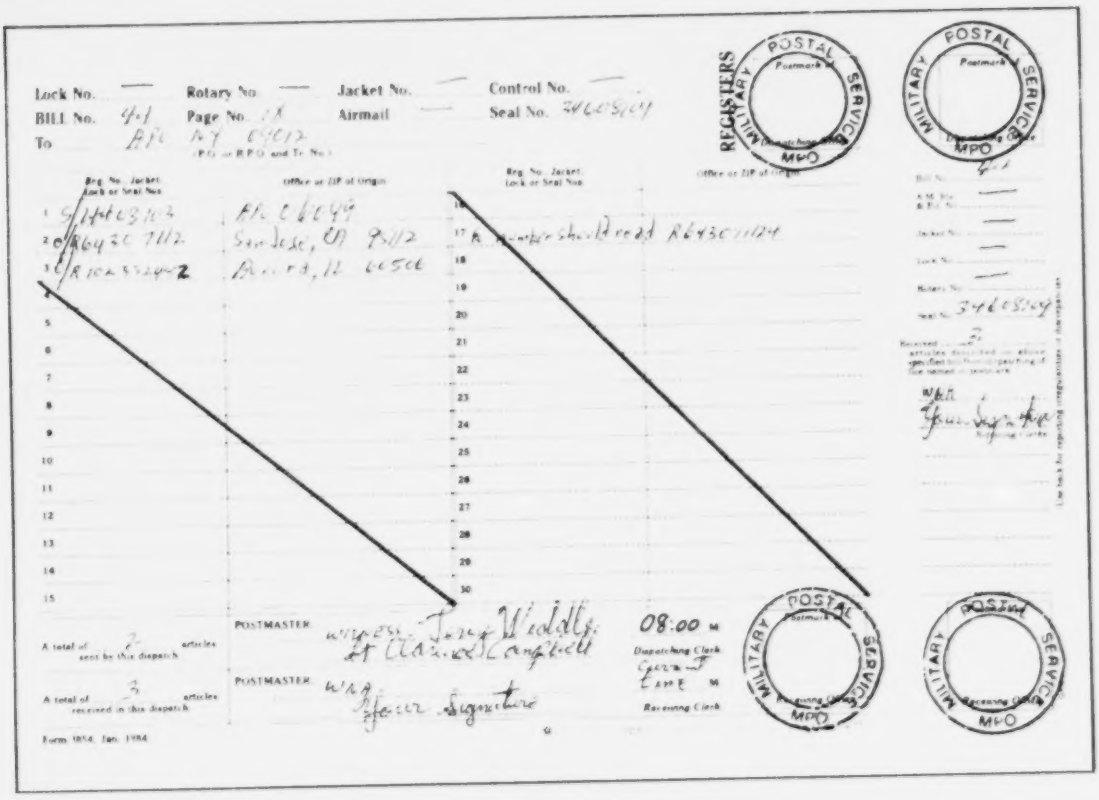
REGISTERED MAIL
R 442 120 632


MRS M. ROSS
12 GARDEN RD
LINCOLN, NE 68502
REGISTERED MAIL
R 122 134 785
MAJ FRANKLYN ROSS
HHC 521 FSB
APO NY 09012


Linda Russell
Adams State College
E. Alamosa CO 87108
REGISTERED MAIL
R 169 254 778
MSG TERRY Russell
52d Med Bn
APO NY 09012

ANSWERS TO SELF-EVALUATION EXERCISE

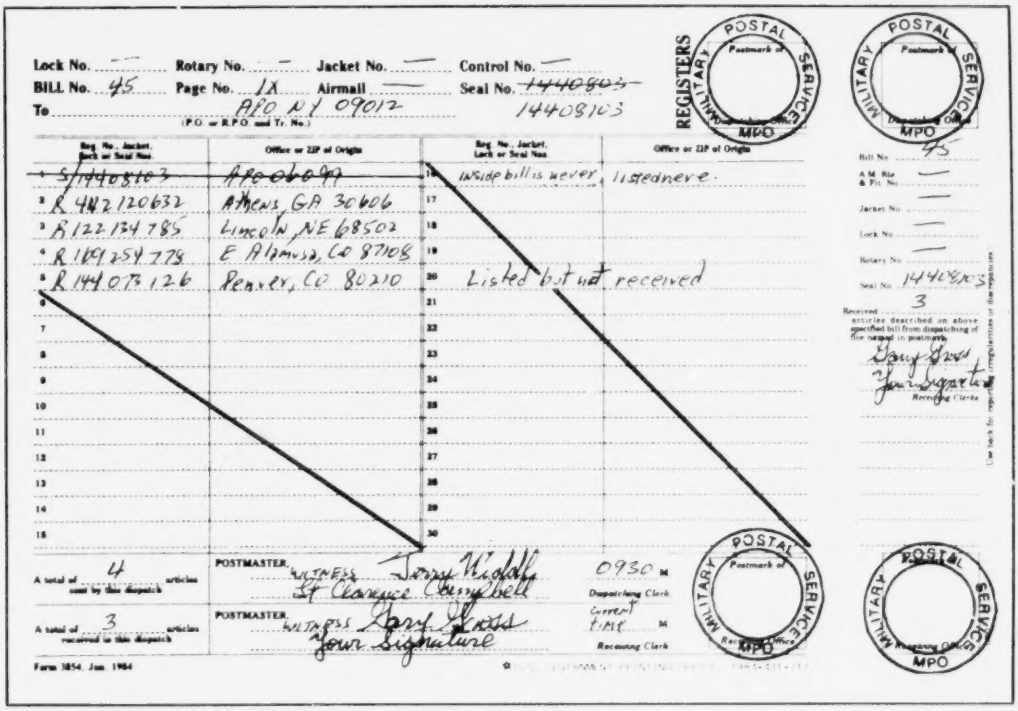
Exercise 1: (Outside Bill)



Article R643C7112 from San Jose, CA should read R643C11124.

Back of OUTSIDE BILL Coupon

Exercise 2: (Inside Bill)



1. Seal No. should read 14408103.
2. Line listing article from Denver, CO should be annotated "Listed but not received."
3. The block "total of ___ articles received in this dispatch" should read "3."
4. The witness' signature.
5. Your signature and time.
6. The Coupon correctly completed as illustrated.
7. APDS on the Bill and Coupon.

Seal # 1440803 should read 14408103
Article # 144073126 from Denver, CO listed but not received.

Back of Inside Bill Coupon

Lock No. ____ Rotary No. ____ Jacket No. ____ Control No. ____

BILL No. ____ Page No. ____ Airmail ____ Seal No. ____

To ____
(P.O. or R.P.O. and Tr. No.)

REGISTERS

Postmark of
Dispatching Office

Reg. No., Jacket, Lock or Seal Nos.	Office or ZIP of Origin	Reg. No., Jacket, Lock or Seal Nos.	Office or ZIP of Origin
1		16	
2		17	
3		18	
4		19	
5		20	
6		21	
7		22	
8		23	
9		24	
10		25	
11		26	
12		27	
13		28	
14		29	
15		30	

A total of ____ articles sent by this dispatch

POSTMASTER, ____ M.
Dispatching Clerk

A total of ____ articles received in this dispatch

POSTMASTER, ____ M.
Receiving Clerk

Postmark of
Receiving Office

Form 3854, Jan. 1984

☆ U.S. GOVERNMENT PRINTING OFFICE: 1984-431-[illegible]

Postmark of
Dispatching Office

Bill No. ____

A.M. Rte & Fit. No. ____

Jacket No. ____

Lock No. ____

Rotary No. ____

Seal No. ____

Received ____ articles described on above specified bill from dispatching office named in postmark

____
Receiving Clerks

____

____

____

____

____

____

Use back for reporting irregularities or discrepancies.

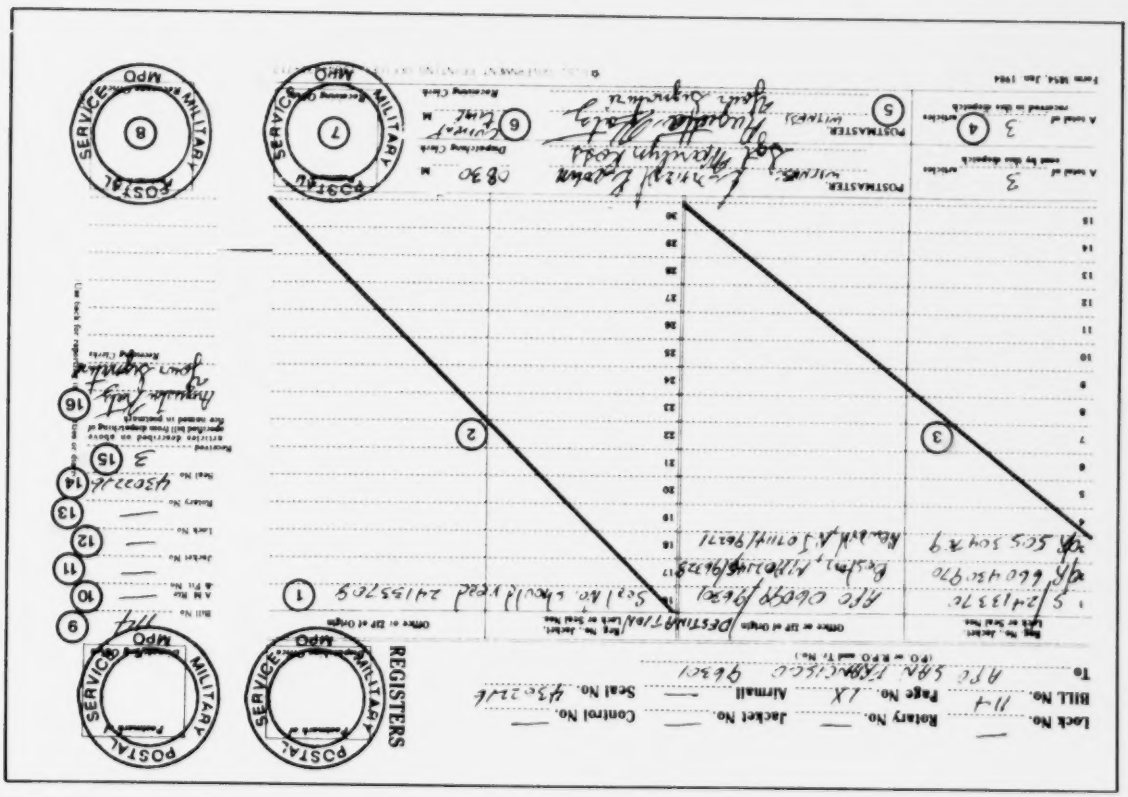
Postmark of
Receiving Office

GPO

PRE-TEST/POST-TEST ANSWER KEY

Each part of an answer has a value of one point. The total possible score is 36 points. A passing score is 28 points or more.

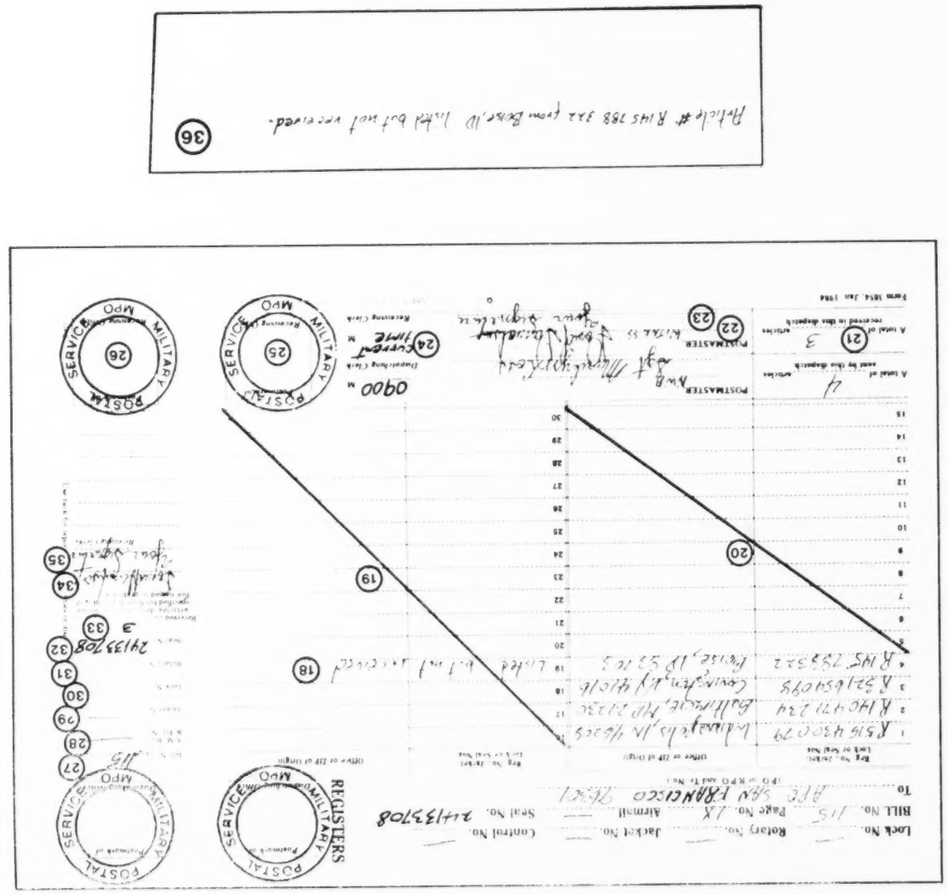
Situation 1:



Back of Outside Bill No. 114 Coupon

17

PRE-TEST/POST-TEST ANSWER KEY



U.S. GOVERNMENT PRINTING OFFICE: 1985 - 555-933/562